Education Update

This form is used to update education levels in the Defense Civilian Personnel Data System (DCPDS). Forward the completed document to the South Central Training & Learning Center (SC-TLC) using the contact information below. Only degrees from institutions recognized by national accrediting agencies may be updated. For additional information on accreditation visit: http://www.ed.gov/admins/finaid/accred/index.html

1. Employee's Installation: _____

2. Employee's Name: _____

3. SSN: (Only last four digits) _____

4. Education Level: (place an X in front of one of the appropriate options)

_____ High School (04)

_____ Associate   (10)

_____ Bachelor   (13)

_____ Master   (17)

_____ Doctorate   (21)

_____ Other (please identify) **Use the table provided for education levels other than listed;**

5. Field of Study: _____

6. Year Degree/Certification Attained: _____

7. Total Hours Earned: _____

8. Type of Hours: (place an X in front of the appropriate option)

_____ Semester

_____ Quarter

9. School Type: (place an X in front of the appropriate option)

_____ High School   (H)

_____ Vocational/Trade/Tech (High School)   (V)

_____ Vocational/Trade/Tech (Post High School)   (W)

_____ Secretarial/Business/Commercial   (S)

_____ Junior College   (B)

_____ College/University   (C)

10. Field of Study: (place an X in front of the appropriate option)

_____ Major

_____ Minor

11. Name of Academic Institution: _____

12. Graduation Date: (DD/MMM/YYYY) _____

Contact Information:
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Redstone Arsenal, AL 35899
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